



## Quality System Engineer Job Description

**Title:** Quality System Engineer/ Sr. Quality System Engineer

**Reports to:** Sr. Quality system manager

**Job Location:** Hsinchu, Taiwan

**Job purpose:** Navitas is looking to hire a hands-on Quality system engineer to be an administrator of the quality document control system with a mindset to drive excellence on cutting edge GaN based power IC technology

### **Key Job Responsibilities:**

- Maintain quality document system as the first level administrator to meet ISO standard.
- Support procedure documentation for other departments.
- Perform quality checker in product development review, FMEA
- Plan and conduct internal audit in regular basis
- Maintain regular quality review records, management review, internal audit, ISO certification audits...
- Tasks assigned by supervisor.

### **Required Background:**

- Bachelor's degree in mathematics/ Statistics/ industrial engineering/ information management/
  - Master's degree preferred
- Minimum 5 years of work experience as a role of quality system admin in Semiconductor field is highly preferred.
- Familiarity with ISO 9001 and IATF 16949 standards (AECQ-100, RoHS, Reach are plus)
- Hand-on experience with ISO documents management including establishment
- Experience with conducting internal audit as the lead auditor is preferred
- Experience with APQP, PPAP and FMEA review for automotive products.
- Experience in setting up and managing Quality systems/process, e.g. AIAG-VDA FMEA introduction.
- Proficient with Microsoft office – Excel, PowerPoint, and Word
  - Power BI dashboard or web-based tools applications are plus
- Ability to work in a dynamic environment and wear multiple hats
- Excellent communication skills